NOVEMBER/DECEMBER 2024

23UECA32B — OFFICE AUTOMATION (ELECTIVE – III)

Time : Three hours Maximum : 75 marks

SHANMUGA INDUSTRIES ARTS & SCIENCE COLLEGE LIBRARY

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define Computer.

2. Differentiate between RAM and ROM.

3. How can you use formatting tools in word processing to enhance the appearance of text in a document?

4. Write any four Short cut keys in MS-word.

5. What is the primary function of a spread sheet application like excel?

6. Define Data analytics.

7. How to create a database?

8. What are the types of reports in MS-Access?

9. List the steps for inserting a picture in Power Point presentation.

10. What is slide shorter view?

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Explain the relationship between the CPU, memory, and input/output devices in a computer system. How do they work together to execute instructions and perform tasks?

Or

(b) Write a short note on the following:
(i) UNIX
(ii) Windows
(iii) DOS

12. (a) Explain about the Paragraph alignment in MS-Word.

Or

(b) Write a short note on Headers and Footers.

13. (a) Explain advanced filtering in MS-Excel.

Or

(b) Explain the process of preparing financial statements in a spreadsheet like Excel. What are the key components and functions used in this task, and why are financial statements important for businesses?

14. (a) Write a short note on Sorting and indexing database in MS-Access.

Or

(b) Describe developing menu drive applications in query language.

15. (a) Write the steps for setting Animations in MS Power Point.

Or

(b) What is a slide transition? Explain any three transition effects in PowerPoint.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the parts of a computer and types of memory.

17. Elucidate the step-by-step process of performing a mail merge in word processing.

18. Discuss in detail about entering text and data in spreadsheet.

19. Explain the step-by-step procedure to create a Form in MS Access with an example.

20. How to add effects to the PowerPoint presentation? Explain it.

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